

2004 GOVERNOR'S AFFIRMATIVE ACTION AWARDS PROGRAM NOMINATION

The State of Nebraska provides a work force that is representative of all people who reside in the State. This representation includes all persons without regard to race, creed, color, gender, national origin, religion, age, disability or marital status. The State Affirmative Action Committee wishes to recognize State employees, departments, divisions, and sections of agencies that demonstrate leadership in promoting the State's equal employment opportunity and affirmative action efforts.

The Committee will accept nominations for the 2004 awards until March 15, 2004. **Any classified or non-classified employee may nominate another classified or non-classified employee, department, division, or section for an award.** Employees can obtain nomination forms and detailed information from their agency's Human Resources Department or via the DAS State Personnel Division Affirmative Action website. Information and assistance in completing the nomination process is available by contacting **Charles Roberson**, DAS State Personnel, at **402-471-3678** or via e-mail: **croberso@notes.state.ne.us**.

The awards are:

- Individual:** any classified or non-classified employee who made an outstanding contribution in the area of affirmative action.
- Organization:** departments, divisions, or sections identified for affirmative action planning purposes.

The Affirmative Action Committee will consider outstanding achievement in any or all of the following areas:

- **Placement** – What extra effort did the nominee make to place members of underrepresented groups* in the agency?
- **Positive Action** – What action did the nominee implement to remedy underutilization of underrepresented groups?
- **Recruitment** – What recruitment activity did the nominee undertake to attract qualified members of underrepresented groups?
- **Integration and Retention** – What special program or technique did the nominee develop to enhance the orientation and/or involvement of underrepresented employees in the work force?
- **Accessibility** – What did the nominee do to reduce barriers (physical and attitudinal) to equal opportunity and affirmative action employment?
- **Job Accommodation/Restructuring** – What activity did the nominee undertake to enable workers with physical or mental disabilities to enhance their productivity in the workplace?
- **Training** – What training and development does the organization provide to employees in order to provide a better understanding of affirmative action and the State's commitment to affirmative action?

**Underrepresented groups are females, minorities, and persons with disabilities in underutilized areas that are identified for affirmative action purposes.*

In completing the nomination(s), please be specific about the individual's or organization's involvement, development, or contribution in the area(s) listed above.

FURNISH SUPPORTING INFORMATION ON PAGE 2 OF THIS FORM
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NOMINEE INFORMATION

Check the box that applies and complete the "work location" information. If you are submitting more than one nomination, reproduce this form as needed, or obtain additional copies from your Human Resources Department or DAS-State Personnel.

☐ Individual Nomination _____

☐ Organization/Work Unit Nomination _____

Nominee's Work Location _____

Provide information in each applicable area below that best describes the nominee's contributions (Attach additional pages as necessary):

Placement _____

Positive Action _____

Recruitment _____

Integration Retention _____

Accessibility _____

Job Accommodation Restructuring _____

Training _____

NOMINATION SUBMITTED BY:

Name: _____
(Print) (Signature)

Agency: _____ Phone (inc. area code): _____

Please send this form to:

DAS State Personnel Division, ATTN: Charles Roberson
301 Centennial Mall South
Lincoln, NE 68509

Nominations must be received by March 15, 2004